IBARS -- Quick Reference Guide

Getting Started

- **To Log In:** Go to IBARS website: https://ks.ibarsbudget.com/ibars/startup.jsp. Enter **User Id** and **Password.**

- **To Select a Version:** Click on the **Versions** tab. Click on a version (it is underlined) in the **Version** column. The version format is: biennium year, version number, and agency number. Example: 2015A0300177 where **2015** is the biennium year, **A03** is the version number, and **00177** is the agency number. Agencies should work in the **Agency Working Versions** or **A** version number series **except for version A01**. This original baseline version (**A01**) should be kept unchanged as a reference point for errors or questions.

- **To Copy a Version:** Click **Copy** on the **Versions** page. On the next screen, enter a **Version Title** and **Version Number**. Leave all other default settings. Click the **Copy** button.

- **To Navigate:** Use only the IBARS tabs and icons. Do not use the web browser controls.

- **Numerical Format:** Do not use dollar signs or other special characters. Budget only in whole dollars. Do not use cents.

- **Do Not Delete: Please do not delete anything in the FY 2014 Actual column!** If you think an actual figure is incorrect, call your DOB analyst or note it in the written narrative**. Please do not delete any rows!** If you have added a row that you do not want, leave the row in the system and just change the numbers to zeroes in that row.

- **References:** *The IBARS User Manual* can be found at: http://budget.ks.gov/ibars.htm. *The Budget Instructions* and *Cost Indices* can be found at: http://budget.ks.gov/agencyinfo.htm.

Position Detail Data

- **Data Download:** Position data from SHARP will be loaded for FY 2016 and FY 2017. FY 2015 approved salary and wage expenditures by object code will be loaded into the ***Budget Request Summary***.

- **To Get To Position Data:** Click on the **Checklist** tab. Click on the words ***Position Detail Data*** in the checklist *(*do not click the box*).*

- **To Select a Reporting Level:** Click the blue arrows next to the **Agency** reporting level in the blue panel on the left side of the screen. To drill down to other reporting levels, click on the blue arrow next to each reporting level displayed. Agency users will work in the **Department ID** level.

- **To View Position Data:** Select a position from the **Pos List** screen by clicking on a position number in the **Pos No** column. Position data can be edited on the **Pos Info** and **Pos Emp** pages. Benefits can be changed on the **Pos Benefits** page. Funding source, funding allocation, and reporting level assignments can be changed on the **Pos Alloc** page.

- **To Add a New Position:** New positions must be attached to a **change package**. Click on the **Chg Pkg Descr** page. If necessary, click the **Add**  icon to add new fields. Select **A Agency** from the **Group** column. Select **C Supplemental**, **E Enhancement**, or **I Reallocate Approved** from the **Type** column. Enter a **Change No** (change package number) and description for each package. Make sure the **Include** box is checked except for **Reduced Resources**. All other items can be left blank. Click the Save icon. Click on the **Pos List** page. Click the **Add** icon. Click **OK** when asked "Do you wish to add a new employee?" The system will take you to the **Pos Emp** page. For new positions, the **Emp ID** first must be created on the **Pos Emp** page. The format for the **Emp ID** is: agency number; **VAC**; and a unique four digit number. Example: 280VAC0001. Enter a **Name** and check the **New Emp Ind** box. Leave all other fields blank or set to the default value. Click the Save icon. Next, click on the **Pos Info** page and enter all necessary information. The following fields should be left blank: **Start Dt, End Dt, Next Incr Dt, Date2, Date3, Date4, Date5, Qualifier B, Qualifier C, Sub Sched Ind, Sub Sched No**. The **Emp ID** and **Pos No** can be the same. Make sure to select the **change package** in the **Bud Chg** drop down box. The **Pyrll Ind** box should be **Y Yes**. Click the **Pos Benefits** tab to select the appropriate benefits information. Click the **Pos Alloc** tab to select reporting levels, budget units, and funding allocation percentages.

- **To Delete a Position:** Click in any **white box** containing a value on the **Pos Info** page of the position you wish to delete. Click the Delete icon. All of the fields will turn gray and become italicized. To complete the delete process, click the Save icon.
- **To Complete**: Click the **Checklist** tab. Click the box next to the words ***Position Detail Data***.
- **Reminders**: Remove any obsolete positions and make other adjustments to "clean up" the data.

Budget Request Summary

- **Data Download:** SMART expenditures and funding for the FY 2014 Actuals and the FY 2015 Approved budget will be loaded into IBARS. Revisions to the FY 2015 Approved budget can be done in change packages or in the Base Budget Entry column. Enter base budget expenditures and funding in the FY 2016 and FY 2017 Base Budget Entry columns at the **Department ID** level.
- **To Get to Budget Data:** Click on the **Checklist** tab. Click on the words ***Budget Request Summary*** in the checklist *(*do not click the box*).*
- **To Select a Reporting Level:** Click the blue arrows next to each reporting level in the blue panel on the left side of the screen. To drill down to other reporting levels, click on the blue arrow to the left of each reporting level displayed. Agency users will work in the **Department ID** level.
- **To Enter Budget Expenditures, Funding, or Statistic (FTE):** Click on the **Detail** tab to select a category of expenditure or funding. Or from the **Summary** page, click on the displayed category of expenditure or funding (it will be underlined). On the **Detail** page, **Expenditures**, **Funding**, or **Statistic** (FTE) can be selected from the **Obj Type** drop down box. When **Expenditures** is selected, users must choose a **Series** (category of expenditure). When Funding is selected, users must choose an **Obj Type (Exp)** (expenditure category) and a **Series** (fund). Enter amounts in the Base Budget Request columns. If a new **Object No** or **Bud Unit** row is needed, click the Add icon and select from the drop down boxes. Click the Save icon after each entry.
- **To Enter Change Packages:** Click the **Descr** tab to enter change package information. Change packages can be added by clicking the Add icon. Select **A Agency** from the **Group** column. Select **C Supplemental**, **E Enhancement**, or **I Reallocate Approved** from the **Type** column. Enter a **Change No** (change package number) and description for each package. Make sure the **Include** box is checked except for **Reduced Resources**. All other items can be left blank. Click the Save icon after each entry. To enter change package figures in the ***Budget Request Summary***, click the **Chg Pkg** tab. When **Obj Type - Expenditures** is selected, users must

choose a **Series** (category of expenditure). Change package expenditures can be added by clicking the Add icon and selecting the **Change Package** and **Object No** from the drop down boxes. When **Obj Type - Funds** is selected, users must choose a **Series** (fund) and an **Obj Type (Exp)** (expenditure category). Change package funding can be added by clicking the Add icon and selecting the **Change Package** and **Bud Unit** from the drop down boxes. Enter expenditures and funding for change packages in the **Agency Change Packages** columns. FY 2015 supplemental requests, FY 2016 and FY 2017 enhancement requests, and FY 2016 and FY 2017 reduced resources must be done through **change packages**. Click the Save icon after each entry.

- **<u>To Check for Variances</u>**: **Total Expenditures** must match **Total Funds** for each column, expenditure class**,** and reporting level. IBARS will display variances in the **Detail** page when viewing **Obj Type – Funds**. Users can also run a **SR06 Budget Validation** report (under the **Publications** tab) to view variances.
- **<u>To Complete</u>**: Click the **Checklist** tab. Click the box next to the words ***Budget Request Summary***.
- **<u>Reminders:</u>**
  - Remember to enter expenditures and funding for **Shrinkage**. **Shrinkage** should be entered as negative numbers in the FY 2016 and FY 2017 Base Budget Entry columns.
  - Make sure **Official Hospitality** is budgeted.
  - **Reduced resource change packages** must be entered, but turned off by unchecking the **Include** box.
  - **FY 2014 Actuals FTE** counts by program are not included in IBARS. Those figures must be provided to DOB and Legislative analysts through the agency narrative or some other means.

Special Fund Balance

- **<u>Data Download</u>:** FY 2014 Actual revenues; FY 2015 appropriated, reappropriated, and lapsed amounts will be in the system. This information is from SMART and should not be changed.
- **<u>To Get To Revenue Data</u>:** Click on the **Checklist** tab. Click on the words ***Special Fund Balance*** in the checklist *(*do not click the box*)*.
- **<u>To Enter Revenue Estimates</u>:** Select a **Bud Unit Type** (fund type) from the drop down menu. Next, select a **Budget Unit** from the list by (1) clicking on the name of a budget unit or (2) clicking the **Detail** tab and then selecting the desired budget unit from the **Bud Unit** drop down menu. Enter revenue estimates in the **Agency Revenue** columns. New revenue object code rows can be added by clicking the add icon . Click the Save icon to save your entries. Repeat for all other **Bud Units** and **Bud Unit Types**.
- **<u>To Complete</u>**: Click the **Checklist** tab. Click the box next to the words ***Special Fund Balance***.
- **<u>Reminders:</u>**
  - Make sure all budget units for all funds are completed. Review each budget unit by running a **404** or **404Agg** report (under the **Publications** tab).
  - Appropriated fund (SGF, EDIF, etc.) supplementals or enhancements tied to change packages should not be included in the revenue amounts. This will cause your appropriated fund ending

balances to be negative if you are requesting additional funds. This is okay and will be another sign that additional funds are being requested.

Reports

- **To Run Reports**: Click on the **Publications** tab. Choose either **STANDARD** or **CUSTOM** from the **Select** drop down menu. Click on the desired report in the **Report ID** column. Select desired report options. Select report format: **HTML** or web-based; **PDF** which can be viewed in Adobe; or **CSV** which can be used in Excel. Click **OK** to generate the report. Reports will display in a different browser window and can be kept open while working in other IBARS modules.

- **Commonly used CUSTOM reports: 406/410** or **406/410S** (Expenditures and Funding); **404** or **404 Agg** (Budget Unit and Fund revenue, expenditures, and balances); **DA 412** (Position data by Class Code).

- **Commonly used STANDARD reports**: **SR05** (Expenditures and Funding); **SR04** (Change Packages); **SR06** (Budget Variances); **SR14** (Position Detail).

Submitting the Budget

- **To Submit the Budget:** Click on the **Versions** tab. Click **Submit** next to the agency version you wish to use as your official submission. On the next screen, **leave all settings to the default options**. Click the **Copy** button. The **Progress Box** will appear in the upper left hand corner of the screen. Once the copy function is complete, a submitted version will be visable on the **Versions** page

- **Reminders:**

  - Make sure the ***Position Detail Data***, ***Budget Request Summary***, and ***Special Fund Balance*** modules are **checked to complete**.

  - Provide DOB two printed copies and one electronic copy of the agency's **budget narrative** submission. KLRD should get one printed copy of the agency's budget narrative submission.

  - Remember to include **performance measures** in the budget narrative submission.

  - **FY 2015 Approved appropriated funds** must be equal to or less than amounts approved by the 2014 Legislature. Any dollar amount above the approved appropriations should be in a supplemental change package.

  - The base budge amounts for FY 2016 and FY 2017 must match the **budget year allocations** for appropriated funds from the DOB. Any amounts above the allocations must be in enhancement change packages.

Questions/Help

- Questions or requests for assistance should first be directed to your **DOB Analyst**.
- The **System Administrator** can be contacted at: IBARS@budget.ks.gov.
- The DOB phone number is: **785-296-2436.** Our website is: **http://budget.ks.gov.**